



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TDD/TTY 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

2c

Memorandum

TO: Administration Committee

DATE: September 26, 2007

FR: Executive Director

W. I. 1112

RE: Purchase Order – Provision of Mailing Services: Mailstream

MTC uses a mail house for its large-scale mailings such as the *Transactions* newsletter and other announcements on important upcoming events and meetings. Staff issued an RFP to procure services for a four-year period through FY2010-11.

The evaluation criteria, of equal importance, were:

- Ø Price for mailing
- Ø Quality of mailing equipment, direct imprint addressing method samples, and references
- Ø Turn around time
- Ø Price for printing
- Ø Quality of printing equipment and printing samples.

Three responsive proposals were received by the deadline of September 7, 2007. Prices for mailing one month of *Transactions* and one postcard printing ranged \$2,240 to \$6,907. Staff is recommending the proposal with the median price (\$3,891), submitted by Mailstream. Mailstream's print and mailing samples were superior to those of the low bidder (Ethrael), and MTC, as one of its references, has had positive experience with Mailstream. In addition, Mailstream is located closer to MTC and makes daily trips to Oakland, making it easier for them to guarantee a quick turnaround and handle rush jobs. The quality of mailing and printing equipment was comparable among the three proposals.

Recommendation

Staff recommends that the Committee authorize the Executive Directive to issue annual purchase orders to Mailstream for the specified services, in an amount not to exceed a total of \$120,000 over the four-year period, and subject to inclusion of funds in approved agency budgets for FY2008-09, FY2009-10, and FY2010-11.

Steve Heminger

SH:PG

J:\COMMITTEE\Administration\2007 by Month\10_A&O_OCT_2007\02c_Provision_of_Mailing_Services.doc

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Purchase Order

Work Item No.:	1112
Consultant:	Mailstream, Inc. Concord, California
Work Project Title:	Mailing Services and Printing
Purpose of Project:	To serve as the mail processor for flyers, postcards and newsletters such as <i>Transactions</i> to inform the public of various MTC activities.
Brief Scope of Work:	To provide ongoing mail house services to complete large mailings for the agency, as well as overflow print jobs as needed.
Project Cost Not to Exceed:	\$30,000 per fiscal year; total amount not to exceed \$120,000 over four years; amounts for future fiscal years subject to approval of applicable agency budgets.
Funding Source:	TDA
Fiscal Impact:	Included in MTC's FY 2007-08 Adopted Budget
Motion by Committee:	That the Executive Director or his designee is authorized to issue a purchase order to Mailstream, Inc. to provide mail house and printing services, with the option to renew the purchase order for three additional one-year periods for a total not to exceed amount of \$120,000, and the Chief Financial Officer is authorized to set aside funds in the amount of \$30,000 for the purchase order for FY 2007-2008, with amounts for future years subject to inclusion in approved agency budgets.
Administration Committee:	<hr/> Bob Blanchard, Chair
Approved:	Date: October 3, 2007